



**Rules of
Department of Economic
Development**

**Division 60—State Board of Barber Examiners
Chapter 2—Licensure Requirements**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT**

**Division 60—State Board
of Barber Examiners**

Chapter 2—Licensure Requirements

**4 CSR 60-2.010 Rules and Curriculum
Prescribed for Barber Schools**

(Rescinded May 30, 1998)

AUTHORITY: sections 328.060 and 328.120, RSMo 1994. Original rule filed April 5, 1948, effective April 15, 1948. Amended: Filed April 14, 1948, effective April 24, 1948. Amended: Filed Oct. 10, 1956, effective Oct. 22, 1956. Amended: Filed Oct. 28, 1964, effective Nov. 7, 1964. Amended: Filed Dec. 15, 1975, effective Dec. 25, 1975. Amended: Filed Jan. 7, 1982, effective April 15, 1982. Amended: Filed Aug. 2, 1984, effective Nov. 11, 1984. Amended: Filed May 9, 1995, effective Nov. 30, 1995. Rescinded: Filed Nov. 12, 1997, effective May 30, 1998. The material contained in this rule was repromulgated as 4 CSR 60-3.015.*

**4 CSR 60-2.015 Licensure by Examination
for a Barber**

PURPOSE: This rule outlines and explains the requirements and procedures for obtaining a barber license by examination.

(1) All applicants shall meet all requirements in accordance with section 328.080, RSMo before taking the examination.

(2) Application for examination shall be made on the forms provided by the board. Applications may be obtained by writing or calling the board. The mailing address is: PO Box 1335, Jefferson City, MO 65102 and the telephone number is (573) 751-0805. The TDD number is (800) 735-2966.

(A) Upon graduation from a Missouri school/college/apprentice shop an application for examination may be obtained from the school/college/apprentice supervisor/or board office upon a satisfactory showing that training requirements are completed. Applicants that have currently graduated from an out-of-state accredited barber school/college/apprentice shop, and upon satisfactory showing that training requirements are completed, may obtain an application for examination from the board.

(3) The board shall not consider any application for examination unless it is fully com-

pleted, accompanied by all required documentation, properly attested, and received by the board within ten (10) days of the applied examination date with applicable fee.

(4) Applicants with special needs addressed by the Americans with Disabilities Act must notify the board office at least thirty (30) days prior to the examination to ensure that reasonable accommodations are made. Notification shall be forwarded in writing and mailed to the State Board of Barber Examiners, PO Box 1335, 3605 Missouri Boulevard, Jefferson City, MO 65102 or by calling (573) 751-0805. The TDD number is (800) 735-2966.

(5) The examination may be administered by the board in two (2) general portions; one (1) written and one (1) practical. Both parts of the examination must be passed for licensure. Portions of the examination may be administered by the board utilizing a national testing service or other examination subject to the board's discretion.

(6) For the practical portion of the examination, the applicant must have the required number of models and all necessary supplies to perform services on the required models or examination and applicable fee shall be forfeited.

(7) The examination is scheduled by the board for both portions at least four (4) times annually.

(8) Failure of any portion of the examination will require the applicant to reapply to the board with the applicable fee for examination. Applicants shall be required to retake only the portion(s) of the examination that were failed.

(9) A passing score on the written or practical portion of the examination shall be valid for twelve (12) months. Upon expiration of twelve (12) months, an applicant may reapply to the board for reexamination for both parts of examination.

(10) Upon notification from the board of passing scores on both portions of the examination for licensure as a barber, the applicable fee for a license shall be submitted to the board to lawfully practice as a barber. If applicable fee is not submitted to the board within two (2) years of notification from the board of passing scores, the applicant shall

reapply to the board for reexamination for both portions of the examination.

AUTHORITY: sections 328.080 and 328.110, RSMo Supp. 2004. Original rule filed Nov. 12, 1997, effective May 30, 1998. Amended: Filed April 1, 2005, effective Sept. 30, 2005.*

**Original authority: 320.080, RSMo 1939, amended 1947, 1949, 1951, 1959, 1981, 2004; and 328.110, RSMo 1939, amended 1945, 1947, 1949, 1951, 1967, 1969, 1981, 2003.*

**4 CSR 60-2.020 Licensure by Examination
for Instructor**

PURPOSE: This rule outlines and explains the requirements and procedures for obtaining an instructor license by examination.

(1) An applicant for an instructor license by examination shall first hold a current Missouri barber license.

(2) Application for an instructor licensure by examination shall be made on the forms provided by the board. Applications may be obtained by writing or calling the board. The mailing address is: PO Box 1335, Jefferson City, MO 65102 and the telephone number is (573) 751-0805. The TDD number is (800) 735-2966.

(3) The board shall not consider any application for examination unless it is fully completed, accompanied by applicable fee, and received by the board before ten (10) days of applied examination date.

(4) Applicants with special needs addressed by the Americans with Disabilities Act must notify the board office at least thirty (30) days prior to the examination to ensure that reasonable accommodations are made. Notification may be forwarded in writing and mailed to the State Board of Barber Examiners, PO Box 1335, 3605 Missouri Boulevard, Jefferson City, MO 65102 or by calling (573) 751-0805. The TDD number is (800) 735-2966.

(5) The examination may be administered by the board in three (3) portions; one (1) written, one (1) practical, and one (1) presentation of a lesson plan. The examination may be administered by the board utilizing a national testing service or other examination subject to the board's discretion.



(6) The examination is scheduled by the board for all three (3) portions at least four (4) times annually.

(7) The practical portion of the examination requires the applicant to provide the required number of models and all necessary supplies to perform services on the models, or examination and applicable fee will be forfeited.

(8) Failure of any portion of the examination will require the applicant to reapply to the board with applicable fee for examination. An applicant shall be required to retake only the portion(s) of the examination that was failed.

(9) A passing score on the written, practical, or lesson plan portion of the examination shall be valid for twelve (12) months. Upon expiration of twelve (12) months, an applicant shall reapply to the board for reexamination for all portions of examination.

(10) Upon notification from the board of passing scores on all three portions of examination for licensure as an instructor, the applicable fee for an instructor license must be submitted to the board within two (2) years of the passing examination date or applicant shall reapply to the board for reexamination of all three (3) portions of examination.

AUTHORITY: sections 328.080, 328.090 and 328.110, RSMo 1994. Original rule filed Nov. 12, 1997, effective May 30, 1998.*

**Original authority: 328.080, RSMo 1939, amended 1947, 1948, 1951, 1959, 1981; 328.090, RSMo 1939, amended 1947, 1951, 1981; and 328.110, RSMo 1939, amended 1945, 1947, 1949, 1951, 1967, 1969, 1981.*

4 CSR 60-2.030 Reciprocity

PURPOSE: This rule outlines and explains the requirements for obtaining licensure by reciprocity.

(1) Application for licensure by reciprocity shall be made on the forms provided by the board. Applications may be obtained by writing the board at P.O. Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and TDD number is (800) 735-2966.

(2) An applicant with a current license to engage in the practice of barbering from another state or territory which has require-

ments equal to or greater than those in Missouri at the time the applicant was licensed or who has lawfully practiced barbering in another state for at least two (2) years, may be granted licensure in Missouri without examination provided the applicant submits evidence acceptable to the board.

(3) For purposes of this rule, "evidence acceptable to the board" shall include, but not be limited, to the following:

(A) Completed application on a form provided by the board;

(B) Verification form provided by the board, to be completed by the out-of-state licensing agency, verifying the barber training completed by the applicant; that the applicant is licensed as a barber in that state; and that the license is current and in good standing;

(C) Medical examination form provided by the board shall be completed and signed by a licensed physician; and

(D) Applicable fee.

(4) Applicants who do not meet the requirements for licensure by reciprocity shall be notified by the board regarding deficiencies and shall be informed of the action necessary to qualify for examination.

(5) If an applicant is required to take any portion of the examination, the applicant shall comply with 4 CSR 60-2.015 Licensure by Examination for a Barber.

(6) Upon notification from the board of approved application for licensure by reciprocity, the applicable fee for the issuance of a Missouri barber license shall be submitted to the board.

AUTHORITY: sections 328.085 and 328.100, RSMo 1994. Original rule filed Nov. 12, 1997, effective May 30, 1998.*

**Original authority: 328.085, RSMo 1981 and 328.160, RSMo 1939, amended 1949, 1981.*

4 CSR 60-2.040 Barbershops

PURPOSE: This rule outlines and explains the requirements and procedures for obtaining a license for a barbershop.

(1) To operate a barbershop, an applicant shall submit an application to the board at least thirty (30) days prior to the anticipated opening of the shop with applicable fee. Application for shop licenses shall be made on the forms provided by the board and may

be obtained by writing or calling the board. The address is PO Box 1335, Jefferson City, MO 65102 and the telephone number is (573) 751-0805. The TDD number is (800) 735-2966.

(2) The board shall not consider any application for a shop license, unless it is fully completed and accompanied by the applicable fee.

(3) Barbershop licenses will not be approved and issued by the board until the shop facility has been inspected and the shop is in compliance with 4 CSR 60-4.015 Sanitation Rules.

(4) No barbershop shall open for business before a license has been obtained. If a shop opens for business before approved by the board for licensure, the applicable delinquent fee shall be imposed.

(5) Original Licensure. Each license for a shop shall be valid only for the premises located at the address provided on the initial application for the shop. If, at any time, the physical location or operation of the shop is moved to a new address or if ownership is changed or a co-owner(s) added, the existing license for the shop shall become void.

(A) Change of Location. No shop shall be opened at a new location until a new application accompanied by the applicable fee is received by the board; the shop facility is inspected and is in complete compliance with 4 CSR 60-4.015 Sanitation Rules; and approved by the board.

(B) Change of Ownership. It is the responsibility of the new owner(s) to submit to the board an application accompanied by the applicable fee.

(C) Adding a Co-Owner. It shall be the responsibility of the co-owners to submit to the board an application accompanied by the applicable fee.

(D) Deleting a Co-Owner. It shall be the responsibility of the shop's co-owners to immediately notify the board in writing of any ownership change. The written notice shall serve as documentation of the change and a new application and fee shall not be required.

(E) Name Change of Shop. The board shall be notified immediately in writing of a name change.

(6) Display of License. The current shop license shall be posted in a conspicuous place



at all times. The barber license shall be posted at each respective work station.

(7) Open to Inspection. A member, representative, or inspector of the board may inspect the shop for compliance with Chapter 328, RSMo and rules adopted by the State Board of Barber Examiners during normal working hours or at reasonable times as requested by the board.

(8) Apprenticeship Program.

(A) Any licensed barber desiring to initiate a program of apprenticeship training in a licensed barber shop shall provide to the board the following information at the same time as the necessary application for the apprentice supervisor listed in subsection (9)(A):

1. The name and address of the licensed shop;

2. The floor plan of the shop.

(B) It shall be required for the licensed shop to be duly inspected and approved by the board or its authorized representative prior to commencement of apprentice training.

(C) Any shop advertising the services of an apprentice, in addition, shall provide notice, in print one-half (1/2) the size of the shop name, that the apprentice is a student of barbering.

(D) The licensed shop shall not hold itself out as a school and shall not train/supervise more than one (1) apprentice at a time. The licensed shop shall not accept any fee from the apprentice or any representative of the apprentice.

(E) Subjects of apprenticeship study shall conform to Column B in 4 CSR 60-3.015(1).

(F) The apprentice license shall be conspicuously posted at the appropriate station at all times and shall have a photograph attached which has been taken within the last two (2) years. The apprentice license is not transferable.

(9) Apprentice Supervisors.

(A) Any person desiring to practice as an apprentice supervisor shall have been licensed as a barber in Missouri for not less than two (2) years immediately prior to application as an apprentice supervisor. Said person shall provide to the board—

1. The name and address of the apprentice to be supervised;

2. The contract, if any, between the apprentice supervisor and the apprentice;

3. Apprentice supervisor application properly completed on a form supplied by the board;

4. Two (2) letters of character reference for the apprentice supervisor;

5. Proof of apprentice being at least seventeen (17) years of age;

6. Two (2) bust photographs measuring two inches square (2" × 2") taken within the last two (2) years;

7. An affidavit attesting that the apprentice supervisor shall be physically present at all times that his/her apprentice is receiving credited hours toward the required minimum for testing. For emergency purposes one (1) secondary licensed barber from the apprentice shop shall be named as acting apprentice supervisor. The acting supervisor shall not be responsible for more than a total of five percent (5%) or one hundred fifty (150) hours of supervision for a barber apprentice. The designation of an acting supervisor is limited to cases of sickness, vacation, or emergencies of the apprentice supervisor and any misuse of this privilege shall result in said supervisor's certificate revocation, and may be grounds for the board to seek discipline against the barber license and/or shop license; and

8. Application for a board-approved training session emphasizing teaching methodology. The session shall be eight (8) hours in length. Those apprentice supervisor applicants who currently are licensed instructors in the state of Missouri may forego the training session for becoming a supervisor.

(B) Upon the receipt by the board of all items required by subsection (9)(A), the board shall schedule the applicant for seminar training as an apprentice supervisor.

(C) Upon the successful completion of the seminar, the board shall issue the applicant a certificate as an apprentice supervisor. The apprentice supervisor certificate shall expire upon the apprentice's completion of training hours. The apprentice supervisor certificate is nontransferable and nonrenewable. The apprentice supervisor certificate shall be conspicuously displayed within the apprentice shop with a photograph taken within the last two (2) years.

(D) The apprentice supervisor shall not hold him/herself out as a school and shall not train/supervise more than one (1) apprentice at a time. The apprentice supervisor shall not accept any fee from the apprentice or any representative of the apprentice for instruction, rent, supplies, equipment or any other necessary tools for instruction.

(E) The apprentice supervisor must provide the following equipment: barber station, mannequin, current textbook on theory, barbering supplies and other equipment as

deemed necessary and reasonable by the board.

(F) The apprentice supervisor shall submit quarterly reports by the tenth day of the following month for the apprentice in training on forms supplied by the board. Upon termination of training by the apprentice, the apprentice supervisor shall submit to the board within two (2) weeks a properly completed termination form supplied by the board. The form shall list the total number of training hours completed by the apprentice, allocated by subject area, the date the apprentice terminated training, and shall be accompanied by the apprentice's license and any unused materials supplied by the board.

(G) The apprentice supervisor has thirty (30) days to begin training of apprentice subsequent to attending the board-approved training session.

(H) The board shall grant a waiver of the training session fee and completion of a board-approved training session provided—

1. Within the first six (6) months of the date of issuance of the apprentice supervisor certificate either party terminates the training; and

2. The apprentice supervisor reapplies to supervise a new apprentice within the same six (6) months.

AUTHORITY: section 328.115.3 and 328.120, RSMo 2000 and 328.075.3, RSMo Supp. 2004. Original rule filed Nov. 12, 1997, effective May 30, 1998. Amended: Filed April 1, 2005, effective Sept. 30, 2005.*

**Original authority: 328.075, RSMo 2004; 328.115, RSMo 1981; 328.120, RSMo 1939, amended 1947, 1951, 1959, 1981, 1993, 1995.*

4 CSR 60-2.050 Barber School/College

PURPOSE: This rule outlines and explains the requirements and procedures for obtaining a license for a barber school/college.

(1) To operate a barber school/college in Missouri an applicant shall submit an application and applicable fee to the board at least sixty (60) days prior to the anticipated opening date of that facility. Application to open a barber school/college shall be made on the forms provided by the board and may be obtained by writing the board at PO Box 1335, Jefferson City, MO 65102. The telephone number is (573) 751-0805 and the TDD number is (800) 735-2966.



(2) The board shall not consider any application to open a barber school/college unless it is fully completed, including supporting documents to be attached to application with the applicable fee.

(3) Upon initial approval of the application, the board, within a reasonable time, will arrange for an initial inspection to be made by the State Board of Barber Examiners. The purpose of the inspection is to approve or disapprove the location and facility. Items to be included in the preliminary inspection shall include a floor plan of the following:

(A) A reception area;

(B) A classroom for theory instruction with a reference library;

(C) A work station for each student for practical instruction to include shampoo bowl, backbar, dust tight cabinet or drawers, mirror not less than thirty inches (30") in diameter, and barber chair with headrest. Barber chairs shall be mechanically sound with acceptable covering in good condition. Chairs shall be placed at least five feet (5') apart and each chair shall occupy not less than thirty-five (35) square feet of floor space. There shall be electrical outlets between every two (2) chairs;

(D) Two (2) or more restrooms that separately accommodate male and female students including sink with hot and cold running water, soap (liquid or powder) and paper towels;

(E) A dispensary for the preparation, mixing, storage, and disposal of supplies and chemicals used for disinfecting barbering implements;

(F) Manager(s) office;

(G) A student breakroom; and

(H) A janitor's closet for cleaning supplies.

(4) A second inspection shall be conducted for the purpose of either approving or disapproving the condition of the school/college relative to all required equipment and compliance with 4 CSR 60-3.015 and 4 CSR 60-4.015.

(5) Original Licensure. Upon compliance with 4 CSR 60-2.050(3) and (4), the board may issue the school/college a license.

(A) Change of Location. It shall be the responsibility of the school/college owner(s) to submit an application to open a barber school/college at a different location and the applicable fee to the board and meet all the requirements to obtain a license to operate a Missouri barber school/college.

(B) Change of Ownership. It shall be the responsibility of the new owner(s) to submit an application to open a barber school/college and the applicable fee to the board and to meet all requirements to obtain a license to operate a barber school/college.

(C) Adding a Co-Owner. It shall be the responsibility of the co-owners to submit an application to open a barber school/college and the applicable fee to the board to obtain a license to operate a barber school/college.

(D) Deleting a Co-Owner. It shall be the responsibility of the co-owners to immediately notify the board of any ownership change. The written notice shall serve as documentation of the change and a new application and fee shall not be required.

(E) Name Change of School/College. The board shall be notified immediately in writing of a name change.

(6) A member, representative, or inspector of the State Board of Barber Examiners shall inspect the school/college prior to annual renewal and the school/college shall be in compliance with 4 CSR 60-3.015 and 4 CSR 60-4.015. The barber school/college must be open to the members, representatives, or inspectors of the State Board of Barber Examiners for inspection at all times during normal working hours or at reasonable times as requested by the board.

AUTHORITY: sections 328.115, RSMo 1994 and 328.120, RSMo Supp. 1997. Original rule filed Nov. 12, 1997, effective May 30, 1998.*

**Original authority: 328.115, RSMo 1981 and 328.120, RSMo 1939, amended 1947, 1951, 1959, 1981, 1993, 1995.*